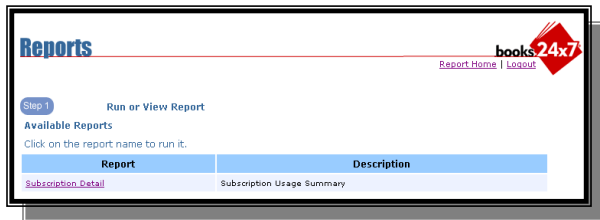


Access to the Reporting Site is through your Books24x7 subscription:

- Log in to Books24x7 as you would to access book content
- Click the Account Info tab on the top navigation bar
- Click on the 'Usage Reports' button to link to the Reporting Site.

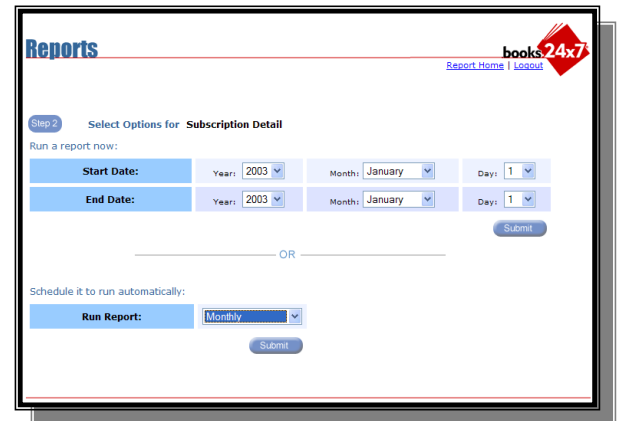


Once on the reporting site, click on the name of the report you would like to run.

You can either:

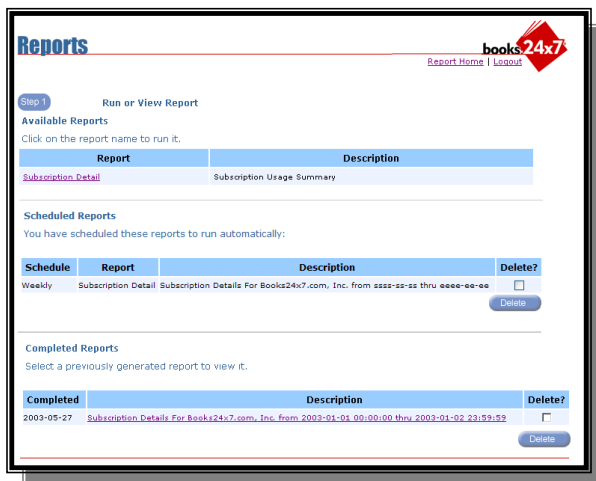
- Pick a date range to generate a one-time report for a specific time period.
- Or schedule a report to automatically run at specific time intervals (weekly, twice monthly, or monthly).

Monthly reports are run from the first day of each month for the preceding month. Twice weekly reports are run for from the 1st to the 15th and the 16th to the end of the month. Weekly reports are run from Sunday through Saturday for the previous week. When the initial scheduling request is received, a report for the last completed time interval (i.e. last month) is generated.



Once your report request has been submitted, you can log out of the Reporting Site.

An email (from reports@books24x7.com) will be sent when either your one-time report or scheduled report is ready for viewing. Go back to the reporting site to view your report.



The Reporting Site home page now lists your Completed Reports. To view a completed report, click on its description

NOTE: deleting a scheduled report will stop automatic generation. Deleting a completed report, will only delete that report. Reports will remain available indefinitely.

Reports can be downloaded for offline use: either a formatted version (for Excel users) or an unformatted version (for those with other spreadsheet programs).

